1. Schedule the event for Tuesday through Thursday so there is no weekend travel required.
2. Notify participants to bring laptops (and what type of Internet connection) if computers are not available.
3. Avoid scheduling the workshop during a continuing resolution in order to eliminate funding issues as a primary reason for not attending.
4. Schedule the workshop around another popular event so participants can combine travel and be more efficient (i.e. CQSDI, RMC, ATC, RAMS, etc…).
5. Coordinate video conferencing capability at each Center for those with scheduling conflicts or funding issues to enable more participation.
6. Provide room names and hotel map prior to the event so people can locate facilities upon arrival and be prepared.
7. Provide notepads for each participant (don't count on the hotel because notepads are insufficient for adequate notetaking). Or provide copies of the presentations.
8. Begin preparing and publicizing for the workshop 6 months in advance in order for everyone to plan accordingly.
9. Finalize flyers and brochures well in advance so they can be distributed at several forums prior to the workshop. Include CMR process schedule in planning to ensure communication standards are met.
10. Provide a template for power users to create a presentation that allows all power user to address similar topics.
11. Ensure agenda is adequate prior to invitations being sent out for people to make appropriate travel arrangements in advance.
12. Do not leave forms overnight in the room.
13. Have multiple people on the PBMA team prepared to provide the assigned responsibility in case of unavailability, other demands, or scheduling conflicts.
14. Ensure presentations are available prior to the event for participants to review and prepare, especially when concurrent sessions are scheduled.
15. Provide information on branding a PBMA group; how to use colors, text, icons and banners to create a group experience and provide navigational clues.
16. Between CoPs, continue having small groups where we had to work on a task and develop something.
17. Between CoPs, assign a leader/facilitator for the founder CoP group to get some activity going with that group.
18. Try to involve other contractors - Boeing, USA, etc.
19. Have a central action item repository for the PBMA team.
20. Provide a standard website format for all COPs so the structure is not created from scratch every time.
21. Add participants as members to training work group prior to training.